

CHAPTER 7.00 – FISCAL AND BUSINESS MANAGEMENT

FISCAL YEAR

7.10

The fiscal year of the City of Chickasaw Board of Education shall begin October 1 and end September 30.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-13-1

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-13-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-1-.02(1)

HISTORY:

ADOPTED: 2012

| FISCAL ACCOUNTABILITY

7.11

Reconciliations

All bank accounts of the Chickasaw Board of Education and the schools shall be reconciled to the financial records. The Chief School Finance Officer shall be responsible for verifying that monthly bank statements are reconciled to the financial records on a timely basis that ensures accurate monthly financial statements.

Inventory

The City of Chickasaw Board of Education directs that all fixed or capital assets shall be inventoried annually. Inventory records of fixed or capital assets shall be maintained in the School Board's Central Office. A supplemental inventory of equipment items not classified as fixed or capital assets shall be maintained.

Deposits

Funds received for school purposes by School Board Officials and employees shall be promptly deposited in the proper bank account. A financial institution used for the deposit and safekeeping of funds shall be approved as a qualified public depository by the Security for Alabama Funds Enhancement (SAFE Program) administered by the Alabama State Treasurer.

Review of Monthly Revenues and Expenditures

The Superintendent shall have monthly reports of revenues and expenditures prepared for review by the City of Chickasaw Board of Education. The monthly financial reports and annual budget shall be made available to the public on the local internet site.

Authority To Expend Funds Without Board Approval

The City of Chickasaw Board of Education grants authority to the Superintendent, subject to applicable laws, policies, and Board-approved budget limitations, to expend funds up to \$15,000 for budgeted operating expenditures, without advance Board approval of specific expenditures. All such expenditures shall be included in the monthly expenditure report to the Board.

CHAPTER 7.00 – FISCAL AND BUSINESS MANAGEMENT

Reserve Funds

The City of Chickasaw Board of Education recognizes that the establishment and maintenance of adequate fund reserves is necessary to avoid disruption in the educational programs in the schools. The Superintendent or Chief School Finance Officer will inform the Board, before the Board votes on a budget or budget amendment, if the approval of the budget or budget amendment will prevent the establishment or maintenance of a one-month's operating balance. A one-month's operating balance shall be determined by dividing the General Fund expenditures and fund transfers out by 12. In determining the General Fund expenditures and fund transfers out, the proposed budget or budget amendment, shall be used.

STATUTORY AUTHORITY: CODE OF ALABAMA
16-13A-1, 16-13A-6

LAW(S) IMPLEMENTED: CODE OF ALABAMA
16-13A-1, 16-13A-6

ALABAMA ADMINISTRATIVE PROCEDURE ACT: 290-3-1-.02(1)

HISTORY: ADOPTED: 2012

CHAPTER 7.00 – FISCAL AND BUSINESS MANAGEMENT

CHIEF SCHOOL FINANCE OFFICER APPOINTMENT/REMOVAL 7.12

Appointment; removal of Chief School Finance Officer.

(a) In consultation with the Superintendent of Education, the City of Chickasaw Board of Education shall appoint a Chief School Finance Officer who shall be an employee of the Board.

(b)(1) If the position of Chief School Finance Officer is vacant for 30 days and the City of Chickasaw Board of Education is not actively seeking to fill the position, the State Superintendent of Education may designate a Chief School Finance Officer for a period of not more than one year, which may be extended from year to year, unless and until the Board appoints a person who meets the established qualifications. In addition, the State Superintendent of Education shall designate a Chief School Finance Officer if the position has been vacant for more than 60 days.

(2) A person designated as Chief School Finance Officer by the State Superintendent of Education may not be unilaterally removed from that position by the City of Chickasaw Board of Education pursuant to subsection (c) without the prior approval of the State Superintendent of Education, but may be replaced after one year by a qualified person selected by the Board.

(c) Except as specified in subdivision (2) of subsection (b), the City of Chickasaw Board of Education, upon a majority vote of its members, shall have unilateral authority to remove the Chief School Finance Officer.

(d) A person designated as a Chief School Finance Officer shall meet the minimum job qualifications established by the City of Chickasaw Board of Education and the State Board of Education and shall possess or be eligible to possess certification required pursuant to regulations promulgated by the State Board of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-13A-4

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-13A-4

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-1-.02(1)

HISTORY:

ADOPTED: 2012

CHIEF SCHOOL FINANCE OFFICER DUTIES

7.13

Supervision, fiduciary responsibility of Chief School Finance Officer; duties.

(a) The Chief School Finance Officer shall work under the direct supervision of the local Superintendent of Education but shall have a fiduciary responsibility to the Board of Education.

(b) The Chief School Finance Officer shall perform each of the following duties:

(1) Verify the receipt of all funds to which the Board of Education may be entitled by law or which may come into its possession for public school purposes.

(2) Verify the payment of such funds, such payments to occur only on written order of the Superintendent of Education.

(3) Keep an accurate record of all receipts and expenditures, and provide such information to the Superintendent and the Board.

(4) Make reports as may be required by law, by the Board of Education, or by rules and regulations of the State Board of Education.

(5) Personally notify, in writing, each Board Member and the local Superintendent of Education of any financial transaction of the Board of Education which the Chief School Finance Officer deems to be non-routine, unusual, without legal authorization, or not in compliance with the fiscal management policies of the Board. The notification shall be recorded in the minutes of the Board by the President of the Board of Education.

(6) Be bonded in an amount determined by the State Board of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-13A-5

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-13A-5

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-1-.02(1)

HISTORY:

ADOPTED: 2012

CHAPTER 7.00 – FISCAL AND BUSINESS MANAGEMENT

ANNUAL REPORTS

7.14

The City of Chickasaw Board of Education shall publish annually in the month of October in a newspaper published in said city, if there is a newspaper published in said city, a full and complete statement of the receipts by source and disbursements by function of the city for the 12 months' period ending September 30, in such form as is required by the State Superintendent of Education at the same time it forwards said statement to the State Superintendent of Education. The City of Chickasaw Board of Education shall also publish annually in a newspaper published in said city, if there is a newspaper published in said city, in the month of October, a statement of the outstanding indebtedness of the Board of Education on last September 30, which statement must show the schedule by years for retiring said indebtedness and shall separate funded indebtedness from unfunded indebtedness, and the statement shall show the resources available to pay such unfunded indebtedness.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-11-24

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-24

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-1-.02(1)

HISTORY:

ADOPTED: 2012

City of Chickasaw Board of Education shall hold at least two open public hearings pertaining to its proposed annual budget. Copies of the proposed budget shall be provided to the public at each hearing on forms provided by the State Department of Education. City of Chickasaw Board of Education shall seek input from the public concerning the proposed budget and the allocation of resources. Each hearing shall be held during a scheduled board meeting in a place and at a time convenient for the general public to attend. The City of Chickasaw Board of Education shall publicize the date and time of each hearing in the local media in advance of the hearing. In addition, notice of each hearing shall be posted in a conspicuous place at the offices of the Board of Education, the county courthouse, the main municipal building, and at each affected school. The proposed budget shall reflect the total amount of resources available to the Board from all funding and revenue sources. The projected enrollment and the total proposed expenditure by the Board and for each school shall be available at the public hearings. The proposed budget shall clearly delineate the number of teachers, librarians, counselors, administrators and other support personnel projected to be employed at each school. The proposed budget shall clearly list the operating costs by category or function at each school. The proposed budget shall delineate by school those operating resources earned, including, but not necessarily limited to, those items contained in the Instructional Support Program of the Foundation Program, designating the amount of funds earned at each school per item based on average daily membership. After at least two public hearings have been held, the Board and Superintendent shall cause a final budget to be developed consistent with the laws of this state, and shall make copies of the final budget available to the public upon request. Copies of the budget and other financial documents may be secured from the Superintendent at a cost not to exceed the cost of production of the document.

On or before October 1 of each year, City of Chickasaw Board of Education shall prepare and submit to the State Superintendent of Education the final annual budget adopted by the Board of Education, which budget shall be prepared and submitted according to the classifications and items specified on forms provided therefore and in accordance with the regulations of the State Board of Education.

The City of Chickasaw Board of Education shall not approve any budget for operation of the school for any fiscal year which shall show expenditures in excess of income estimated to be available by the various state and other officials plus any balances on hand, except under conditions set forth by the laws of the state governing the issuance of school warrants.

CHAPTER 7.00 – FISCAL AND BUSINESS MANAGEMENT

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-13-140

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-13-140

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: 2012

CHAPTER 7.00 – FISCAL AND BUSINESS MANAGEMENT

BUDGET ADJUSTMENTS

7.21

Budget Amendments are required when:

I. it is determined collections will fall short by more than 10% of the budgeted amount of all anticipated revenues in a major revenue source (State, Federal, Local or Other) and when this major revenue source accounts for at least 10% of the total revenues in the fund source.

II. an additional State allocation is received that is material in amount and(or) has special budgeting and reporting requirements.

III. an additional Federal allocation is received (regardless of amount) and has special budgeting and reporting requirements.

IV. the estimated Beginning Fund Balance originally budgeted is significantly more than the actual ending fund balance reported on the General Purpose Financial Statements of the previous year.

V. the estimated positive Beginning Fund Balance originally budgeted is a deficit on the General Purpose Financial Statements of the previous year.

VI. the cumulative expenditures in a major program category for a particular fund source will exceed 10% of the total amount budgeted in a major program for that fund source or when a new major program is added.

The Superintendent of Education with the approval of its Board shall have authority during the fiscal year to make such changes within the budget as are deemed desirable; provided, that schools are operated for the state minimum term according to rules and regulations of the State Board of Education; and provided, that a deficit is not incurred by such change or changes.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-13-143

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-13-143

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-1-.02(1)

HISTORY:

ADOPTED: 2012

CHAPTER 7.00 - BUSINESS SERVICES

INVESTMENT OF FUNDS

7.30

- I. Based upon a written system of internal controls and operational procedures, the Superintendent or his/her designee shall invest temporarily idle funds to earn the maximum return for the period available. Highest priority shall be placed on the safety and liquidity of funds. Funds may be placed in the following types of investments:
 - A. Bids from qualified depositories;
 - B. Certificates of deposit;
 - C. Time deposits;
 - D. Securities of the United States government including obligations of the United States Treasury; or,
 - E. Investment pools managed and directed by an approved agency of the state.
- II. The principal may invest temporarily idle internal account funds in qualified depositories at the best available return subject to the advice of Chickasaw City School System staff trained in investment practices and procedures.
- III. Other investments may not be made unless specifically authorized.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3, 41-14A-1, et seq.

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5

HISTORY:

ADOPTED: 2012

CHAPTER 7.00 – FISCAL AND BUSINESS MANAGEMENT

GRANTS FROM PRIVATE SOURCES

7.31

All funds contributed by persons or otherwise to any school or school district shall be applied as indicated in the grant from such contributors.

Any and all collection or solicitation of private grants or funds, including through crowd funding sources of any kind, for the benefit of students or otherwise, shall be approved and overseen by the Superintendent or his/her designee. Individual teachers, administrators, or other staff members shall not create, manage, or solicit crowd funding accounts on Board property without the approval of the Superintendent. Documentation of approval will be kept on file in the Superintendent's office.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-13-32

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-13-32

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-1-.02(1)

HISTORY:

ADOPTED: 2012

The City of Chickasaw Board of Education shall have authority during any fiscal year upon the recommendation of the Superintendent of Education, as the case may be, to borrow money in anticipation of the current revenues for that fiscal year and to pledge the current revenues for said fiscal year for the payment of such loan or loans if funds on hand are not sufficient to pay the salaries of teachers and to meet the current expenses when due; provided, that the party or parties making such loan or loans to the Board of Education shall not be put upon inquiry as to the validity of such indebtedness because of this provision. The total amount of such loans the Board of Education may have outstanding at any time during the fiscal year shall be determined as follows: From the total estimate of current revenue of the Board of Education for that fiscal year, which estimate is approved by the State Superintendent of Education, deduct the sum of the current revenue already received for that fiscal year and the principal and interest due on school warrants during that fiscal year and unpaid at that time and the difference shall be the maximum amount of current loans the City of Chickasaw Board of Education can have outstanding in anticipation of current revenue at any given time. All such current loans shall be due and payable not later than the close of the fiscal year for which the current revenue is pledged provided that if the State of Alabama makes the final apportionment of school funds for a fiscal year after the close of that fiscal year, such loans may be extended at the close of the fiscal year until such time as the state makes its final apportionment. If for any reason at the close of a fiscal year the Board of Education does not have on hand sufficient funds to retire all current loans, the party or parties making such loans to the Board of Education shall not be put upon inquiry as to the validity of such loan or loans due to any provision of this article and any such loans unpaid at the close of any fiscal year shall become a first lien on the current revenue of the succeeding fiscal year subject only to the prior lien of principal and interest due on school warrants if such warrants are outstanding. At no time shall loans be secured to meet the current expenses in any year which shall pledge the school revenues of any other fiscal year; provided, that expenditures for teachers' salaries for services rendered and for transportation for the scholastic year, July 1 to June 30, inclusive, for any year, and expenditures for fuel and school classroom materials and supplies to be consumed in the scholastic year, July 1 to June 30, inclusive, for any year, shall be paid from cash on hand and if for any reason the Board of Education does not have on hand sufficient funds to pay such expenditures then the City of Chickasaw Board of Education shall have authority upon the recommendation of the Superintendent of Education, as the case may be, to borrow money to pay for such expenditures and to pledge therefore the school revenue for the ensuing fiscal year; provided, that such loan must be repaid during that fiscal year for which the school revenue is pledged.

The City of Chickasaw Board of Education shall have authority to pay interest at a rate not exceeding eight percent per annum on current loans secured in accordance with the provisions above.

CHAPTER 7.00 – FISCAL AND BUSINESS MANAGEMENT

STATUTORY AUTHORITY: CODE OF ALABAMA
16-13-145, 16-13-146

LAW(S) IMPLEMENTED: CODE OF ALABAMA
16-13-145, 16-13-146

ALABAMA ADMINISTRATIVE PROCEDURE ACT: 290-3-1-.02(1)

HISTORY: ADOPTED: 2012

CHAPTER 7.00 – FISCAL AND BUSINESS MANAGEMENT

AUTHORIZED SIGNATURES

7.41

Checks drawn on the general fund or any special fund, with the exception of local school accounts, require the signature of the Superintendent and the Chief School Finance Officer or their alternates as designated by the Board.

Checks drawn on board funds may be signed and processed by electronic means, under the direction of the Chief School Finance Officer or Superintendent.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-1-.02(1)

HISTORY:

ADOPTED: 2012

CHAPTER 7.00 – FISCAL AND BUSINESS MANAGEMENT

I LOCAL SCHOOL FUNDS

7.43

Principals are accountable for all school funds. All monies collected within the schools shall be prudently handled and safeguarded.

Monies collected for any purpose shall be submitted to the school's principal or its designee who will provide for its prompt and proper deposit. Money shall not be left overnight in classrooms. All monies are to be deposited daily and not left on school premises overnight. All monies collected during the week are to be deposited by the last working day of the week.

The Principal is accountable for all purchases at the school level.

Checks drawn on local school accounts require the signature of the Principal or Assistant Principal as designee in their absence.

No Principal shall permit any school related accounts of which he or she is Principal to incur indebtedness on behalf of the school of more than can be repaid during the current fiscal year without prior written approval of the Board of Education.

Each local school shall prepare and submit monthly financial reports as designated by the Chief School Finance Officer to be included in the district's monthly financial report.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-1-.02(1)

HISTORY:

ADOPTED: 2012

CHAPTER 7.00 – FISCAL AND BUSINESS MANAGEMENT

AUDITS

7.44

The City of Chickasaw Board of Education shall make all reports required by the State Board of Education at such time, and upon such items and in such form, and on such blanks as may be prescribed by the State Board of Education. The business and financial transactions of the City of Chickasaw Board of Education and the records and accounts of its treasurer shall be kept in a manner approved by the State Superintendent of Education and shall be audited as early as possible after the end of the fiscal year.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-11-22, 16-13A-7

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-22, 16-13A-7

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-1-.02(1)

HISTORY:

ADOPTED: 2012

SURPLUS EQUIPMENT AND SUPPLIES

7.51

Disposal of Surplus/Obsolete Property

The City of Chickasaw Board of Education may at times, have property, which is no longer used or needed. Disposal of this property shall occur in a business-like manner that is in the best interest of the City of Chickasaw Board of Education. Before the property is disposed of as surplus/obsolete, it will be determined by the City of Chickasaw Board of Education and the Superintendent whether or not it should be utilized by another school or department and its disposal method.

Method of Disposal

Criteria for determining the manner of disposal shall include location of the property, quantity, quality, availability of clientele, and time limits in which property must be moved.

Property that is determined to be broken, damaged, unusable and/or unserviceable and is of no value to the City of Chickasaw Board of Education may be disposed of by taking property to an authorized landfill or allowing individual(s) to remove the property at their own expense.

The City of Chickasaw Board of Education, at its discretion, may transfer asset(s) to another governmental agency or any non-profit organization for nominal consideration.

Property that is determined to best benefit the City of Chickasaw Board of Education by being sold may take place in one of the following manners:

- A. Sealed bids
- B. Public auction
- C. Sale to another government agency for a fair market price

The City of Chickasaw Board of Education has the right to reject any or all bids for school surplus or obsolete property, subject to the following:

- A. Fair market value
- B. Retention cost
- C. Dynamics of the marketplace

STATUTORY AUTHORITY:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: 2012

BIDDING REQUIREMENTS

7.60

With the exception of contracts for public works whose competitive bidding requirements are governed exclusively by Title 39, Code of Alabama 1975, as amended, all contracts of whatever nature for labor, services, work, or for the purchase or lease of materials, equipment, supplies, or other personal property, involving fifteen thousand dollars (\$15,000) or more, made by or on behalf of the City of Chickasaw Board of Education shall, except as otherwise provided in this article, be let by free and open competitive bidding, on sealed bids, to the lowest responsible bidder.

Competitive bids shall not be required for utility services, the rates for which are fixed by law, regulation, or ordinance, and the competitive bidding requirements of this article shall not apply to:

The purchase of insurance.

Contracts for securing services of attorneys, physicians, architects, teachers, superintendents of construction, artists, appraisers, engineers, consultants, certified public accountants, public accountants, or other individuals possessing a high degree of professional skill where the personality of the individual plays a decisive part.

Purchases of products made or manufactured by the blind or visually handicapped under the direction or supervision of the Alabama Institute for Deaf and Blind in accordance with Sections 21-2-1 to 21-2-4, Code of Alabama 1975, as amended.

Existing contracts up for renewal for sanitation or solid waste collection, recycling, and disposal between municipalities or counties, or both and those providing the service.

Purchases of computer and word processing hardware when the hardware is the only type that is compatible with hardware already owned by the entity taking bids and custom software.

Contractual services and purchases of commodities for which there is only one vendor or supplier and contractual services and purchases of personal property which by their very nature are impossible to award by competitive bidding.

Contractual services and purchases of products related to, or having an impact upon, security plans, procedures, assessments, measures, or systems, or the security or safety of persons, structures, facilities, or infrastructures.

Purchases made by individual schools of the Chickasaw public school system from moneys other than those raised by taxation or received through appropriations from state or county sources.

CHAPTER 7.00-FISCAL AND BUSINESS MANAGEMENT

STATUTORY AUTHORITY:

CODE OF ALABAMA
41-16-20, 41-16-51

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
41-16-20, 41-16-51

ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY:

ADOPTED: 2012

CHAPTER 7.00-FISCAL AND BUSINESS MANAGEMENT

' PURCHASES

7.61

A purchase order must be processed, approved and signed by the Superintendent, its designee, or Principal in the case of Local School Funds, before a purchase is made.

No employee should have authorization to purchase or order goods or services without proper approval from the Superintendent, its designee, or Principal in the form of a purchase order. Reimbursements should not be made to any employee or sponsor who purchases goods in the school's name without a purchase order.

Any City of Chickasaw Board of Education employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the City of Chickasaw Board of Education unless authority exists under duly adopted policy of the City of Chickasaw Board of Education or unless authorized in writing by the Superintendent. Any employee violating the provisions of this rule may be subject to cancellation of his or her contract or dismissal from employment.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY:

ADOPTED:2012

CHAPTER 7.00-FISCAL AND BUSINESS MANAGEMENT

PURCHASING LIMIT AUTHORIZATION

7.62

The City of Chickasaw Board of Education grants authority to the Superintendent subject to applicable laws, policies, and Board-approved budget limitations, to expend funds, for budgeted operating expenditures under \$15,000.00, excluding his personal expense reimbursements, without advance Board approval of specific expenditures.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY:

ADOPTED: 2012

| PAYROLLS

7.70

The City of Chickasaw Board of Education authorizes the payment of all salaries each month on the last working day for 12 month employees.

All personnel shall be paid according to a definite salary schedule with stated minimum and maximum salaries and increment provisions. Equitable treatment in regard to salaries and increments shall be accorded all employees of like qualifications, experience and duties.

The teacher's salary shall be established from the Board's teacher's salary schedule, on state certification and verified experience. For salary purposes, credit shall be given for the number of years of teaching experience as interpreted in the regulations of the State Department of Education. Until certificates and verified experience records are on file, all quotations of salary shall be tentative. Teaching experience credit in other school systems shall be validated in writing by the employing school system.

It is the responsibility of each teacher and Principal for insuring that a valid teaching certificate is on file in the payroll department.

All employees are required to participate in the payroll direct deposit program.

All Permanent employees shall be paid over 12 months. Employees who are considered to be on a nine month contract and are not paid with federal or designated state funds shall have the option of being paid over 13 months for their first year of employment provided they are not coming from another public school system.

The annual salary of a nine month employee working part of a school year shall be reduced proportionately with the salary for the summer months prorated.

The payroll department shall not have the authority to make any adjustments to an employee's payroll except as required by law, or as directed in writing by the Superintendent.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: 2012

CHAPTER 7.00-FISCAL AND BUSINESS MANAGEMENT

| SALARY DEDUCTIONS/PAYROLLS

7.71

The City of Chickasaw Board of Education will make required salary deductions, including federal income tax, state income tax, retirement, etc., in accordance with applicable laws and regulations.

The Board may make other salary deductions when employees or groups of employees properly request such deductions. A minimum 10% of all employees must request a deduction in order for it to be an approved salary deduction.

Presentations to employees regarding voluntary deductions must not interfere with the instructional periods of the day.

When amounts have been correctly deducted and remitted by the Board, the Board of Education shall bear no further responsibility or liability for subsequent transactions. The Board of Education shall not be liable for any error when acting in good faith pursuant to this section.

Salary deductions will be made for absences not covered by paid leave.

Prior to vacating school board employment, whether voluntary or involuntarily, employees are required to complete all records and reports required by law, the School Board or the state Superintendent of Education, including but not limited to Individualized Education Plans, final grades and attendance rosters. The Board may retain the employee's last pay check until the employee completes all such required records and reports.

STATUTORY AUTHORITY: CODE OF ALABAMA
16-22-6

LAW(S) IMPLEMENTED: CODE OF ALABAMA
16-22-6

ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY: ADOPTED: 2012

CHAPTER 7.00-FISCAL AND BUSINESS MANAGEMENT

TRAVEL EXPENSE REIMBURSEMENT

7.72

Local and In-State travel-related expenses incurred in the performance of duty or assignments are reimbursable, provided said employee has obtained prior approval from the superintendent or his/her designee. Personal vehicle usage will be reimbursed at the current IRS Standard Mileage Rate. Other authorized expenses will be reimbursed at actual cost with a limit on meals of \$40.00 per diem. Documentation of expenses is required. All out of state travel for board personnel must be approved by the Superintendent. Board personnel will travel by economy class unless it is not available.

All out of state travel for Board Members must be approved by the Board. Board Members will travel by economy class unless it is unavailable.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:

CODE OF ALABAMA
CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY:

ADOPTED: 2012

CHAPTER 7.00-FISCAL AND BUSINESS MANAGEMENT

| LONG RANGE CAPITAL PLANNING

7.80

A program for long-range needs determination will be developed and continually updated. All divisions will participate. Included within this program shall be an evaluation of present and future needs. The program should encompass such areas as the following: obsolescence determination, instructional needs, enrollment projections, sites, cost, and revenue information. The superintendent will coordinate the efforts of all divisions.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: 2012

CHAPTER 7.00-FISCAL AND BUSINESS MANAGEMENT

RISK MANAGEMENT PROGRAM

7.81

The City of Chickasaw Board of Education will participate in the Alabama Risk Management for Schools General Liability/Errors and Omissions Fund and Automobile Liability Fund a self-insured risk management cooperative. The Board will also participate in the Division of Risk Management's State Insurance Fund for property loss control. The participations will be evaluated annually and cumulative, up-to-date records will be kept of all insurance policies and documents on school buildings, equipment and insurable properties.

STATUTORY AUTHORITY:

CODE OF ALABAMA
§ 16-8-42.1

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY:

ADOPTED: 2012

PUBLIC USE OF SCHOOL FACILITIES

7.82

The board authorizes the use of school buildings, facilities and grounds for educational, civic, community and cultural purposes. When school facilities are not in use by the school for required school operations and functions, they may be made available for other uses consistent with this policy, provided that no use shall be made that interferes with school operations.

The principal of the school or his or her designee shall be responsible for ensuring that facilities are used in a proper manner and that all uses of school facilities are properly supervised.

Any outside individual, group or organization (i.e., those not affiliated with the school system, including school board employees acting in their capacity as individuals) using school property shall be liable for any loss, damage, injury, or expense caused by or arising from such use. Facility use will be denied unless the group or organization assumes responsibility by written agreement, as authorized by the superintendent. Outside groups will be charged a rental fee to cover custodial and utility costs as determined by the superintendent.

Any outside individual or organization (i.e., those not affiliated with the school system) using school property to conduct youth activities such as ballgames, sporting events, sports practices, cheerleading, and other related or similar activities must provide proof of accident insurance coverage for each participant, with minimum coverage limits as determined by the superintendent. Proof of catastrophic insurance coverage for participants may be required, as deemed appropriate by the superintendent and school principal. Groups that use school facilities for organized and/or profit-making ballgames, sporting events, and similar activities to which the public will be invited must also provide proof of general liability insurance coverage with minimum coverage limits as determined by the superintendent.

Any group or organization using school property must adhere to all reasonable safety standards and regulations and must leave facilities in a clean, orderly, and secure condition after each use. School facilities shall not be used for any unlawful purpose. Gambling, use of tobacco products, and use of alcoholic beverages are prohibited.

The school board retains discretion to deny use of school facilities for any lawful reason and when such denial is in the best interest of the school system.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY:

CODE OF ALABAMA
CODE OF ALABAMA
ADOPTED: 2012